



City of Newport

Police Department-Chief's Office
Robbie K. Hall, Chief of Police

998 Monmouth Street
Newport, Kentucky 41071-2115
(859) 292-3625
Fax: (859) 292-3620
TDD: (859) 292-3622

Special Events Application

The CITY OF NEWPORT reserves the right to be the sole determinant and provider of the level of emergency services and security needed for any event.

- ◆ Any Police Officers that are required for crowd/traffic control can be hired at an off-duty rate of pay, to be determined by the City, which includes a three-hour minimum, paid by the applicant.
- ◆ Any Public Works employees that may be required can be hired at a designated rate of pay, to be determined by the City, which includes a three-hour minimum, paid by the applicant.
- ◆ Any Fire/EMS services that are required will be paid through the City, which includes a four-hour minimum, paid by the applicant.
- ◆ Any cost incurred relative to material(s) required for traffic control (i.e., traffic cones, barricades, message boards, etc.) will be the responsibility of the requesting applicant.
- ◆ Any clean-up associated with the event will be the responsibility of the requesting applicant (i.e., collection of water containers, flyers, banners, etc.)
- ◆ Any additional permits that may be required for your event to take place will be sent to you in a separate package after we receive your written application. Receiving the additional permits in no way indicates that your event will be approved.

- ◆ Please **FAX** or **MAIL** completed application to:

FAX: (859) 292-3620, Attn: Chief Robbie K. Hall

**MAIL: Newport Police Department
Attn: Chief Robbie K. Hall
Special Events Application
998 Monmouth Street
Newport, KY 41071**

WE WISH YOU GREAT WEATHER AND MUCH SUCCESS WITH YOUR EVENT!



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Special Events Application

Upon completion, this application must be submitted to the Newport Police Department, Chief of Police – Special Events. The individual that you list as the “contact person” will then be contacted by a city representative to discuss the application and finalize plans for your event. Upon approval, permission will then be granted for the event from the Office of the Chief of Police or his designee. The City reserves the right to REVOKE permission to hold any special event at any time prior to the event taking place; if it has been determined that all necessary information used to approve the event was not included in the written application; whether intentional or not.

Requesting Organization: _____

Location of Event: _____ Riverfront _____ Non-Riverfront

Are you a: For-Profit _____ or Non-Profit _____ Organization?

Name of the Event: _____ Type of Event: _____

Date of the Event: _____ Start time: _____ End time: _____

Purpose of the Event: _____

Contact Person: _____ Phone: _____

Email: _____ Fax: _____

1. How many people do you estimate will attend the event? _____
2. Are you requesting the use of public streets for your event? Yes _____ No _____
3. Will the event necessitate the closure of any bridges? Yes _____ No _____
4. Will the event involve any adjacent communities (i.e., Covington, Cincinnati, etc.)? If so, which ones(s)? _____
5. Who is the insurance carrier for the event? _____

Once we have received your EVENT APPLICATION, the City of Newport will determine the amount of Personal Injury and Property Damage Insurance required for your event. Once your event is tentatively approved, a copy of the Certificate of Insurance for this event must be mailed or faxed to us. The City must be named as a co-insured in order for the event to get FINAL approval.

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| 6. Will there be any alcohol associated with the event? | Yes _____ No _____ |
| 7. Will there be fireworks associated with the event? | Yes _____ No _____ |
| 8. Will there be a need for utilities, i.e., fuel, electric, water)? | Yes _____ No _____ |
| 9. Will there be booths associated with the event? | Yes _____ No _____ |
| 10. Will there be a need for Fire/EMS service | Yes _____ No _____ |